

Winchelsea New Hall Risk Assessment 15 June 2016

Introduction

The management committee of the New Hall ("NHMC") decided to undertake a risk assessment of the New Hall in order to control the risks run by people who use the hall or are involved in its maintenance and upkeep.

NHMC is not legally required to record the findings of this risk assessment since less than five people work at the New Hall and much of the repair and maintenance work at the New Hall is done by self-employed contractors who have responsibility for their own health and safety.

However NHMC decided that there were sound legal and business reasons to record the findings of the risk assessment, and to take steps to ensure that they are brought to the attention of people working or holding an event at the New Hall.

Chairman Robert Holland, Treasurer Stephen Turner and Rob Mortimer a committee member experienced in building matters undertook this risk assessment on Wednesday 15th June 2016.

We intend to follow the guidance in HSE's "Five steps to risk assessment" namely to:

- Identify the hazards by speaking to other users of the New Hall and to people who have done jobs at the New Hall, in order to learn from their experience and to gain their views on health and safety issues affecting the hall.
- Note who could be harmed by the hazards and how.
- Write down what controls were in place for managing these risks and then compare these to the guidance on HSE's website.
- Put the findings of the risk assessment into practice, writing down who is responsible for doing what, and by when. We agreed to tick off each action when it was completed and to record the date of completion.
- Discuss the findings with NHMC and seek their advice on the need to put in place any additional risk controls.

We propose that the risk assessment should be shown to everyone undertaking work at the New Hall, made available to all hirers, and discussed with the representatives of all first time users of the New Hall. A copy will be put up in the small kitchen and ultimately on the website.

We recommend the risk assessment is reviewed every year, or immediately if any changes of significance occur to the New Hall or its use.